



E-Grants

Management System

MONTANA Office of Public Instruction

MTW
Solutions

E-Grants

***Page Lock Control LEA
User Guide***

Version 1.0

April 2007

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E-Grants Page Lock Control LEA User Guide

Revision History

Version	Status	Date	By	Summary of Changes
1.0	Completed	4/11/2007	dt	Customized document for OPI LEA E-Grants users

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E-Grants Page Lock Control LEA User Guide

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Guide for Use of GMS Page Lock Control

Overview

E-Grants Page Lock Control functionality and Web pages are used to manage the locking and unlocking of individual E-Grants Web data pages within the E-Grants online applications. The functionality works as follows:

- OPI users in the appropriate user groups (e.g. Grant Reviewers) are able to 'lock' E-Grants application data pages during the application review process. Application Section level control has been developed that provides the ability to lock all pages in a given Application Section for ease of use. OPI staff can also 'unlock' E-Grants application data pages that had been previously locked. This ability is available following LEA submission of the completed application to OPI Grant Review (GR) staff for agency (OPI) review.
 - It is important to note that all OPI grant reviewers will use the Page_Lock Control pages as part of application review process. Depending on the sequence with which reviews are completed (at the various workflow Stops) and the timing of when an OPI GR completes their review of a particular district application, the Page Review Status page may have already been initiated and selections made on this page.
- LEA/applicant users in appropriate user groups are also able to 'unlock' some E-Grants data pages. This capability is available to the LEA staff while the application is in LEA control – for example, when the application has been returned by OPI to the LEA for needed changes. The LEA users have the ability to 'unlock' pages that have been LOCKED by OPI however; they cannot 'unlock' pages that are marked "FINAL".
- E-Grants System controls: The system will automatically LOCK all pages and will mark appropriate Web data pages as FINAL (e.g. Assurances pages are FINAL and cannot be unlocked once submitted to OPI) or during the Amendment Creation process. This will force the applicant to 'unlock' pages they intend to modify on the amendment. The system cannot lock all pages on Submit because this functionality is intended to provide OPI with information on which pages need to be reviewed.

The following screen shots and notes will help guide E-Grants users (both the OPI and LEA) in how to use the GMS Page Locking functionality and related pages.



E-Grants Page Lock Control LEA User Guide

Guide for LEA E-Grants Users

The **Page_Lock Control** tab navigates the E-Grants user to the **Page Review Status** Web page that provides a view of ALL data pages at the highest section of the E-Grants application. This is the LEA view of the E-Grants Page Review Status page for the ESEA / NCLB Consolidated application Web pages. The default page view will have no pages expanded as shown below.

OPI E-Grants SystemOPI Home

Applicant Name: Helena H S**Legal Entity:** 0488Application Sections
ESEA / NCLB ConsolidatedPrinter-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview

Contact Information

Funding

Private/Nonpublic School Participation

Grant Summary

Assurances, Common and Program

Submit

Application History

Page_Lock Control

Page Review StatusInstructions

☐ Expand All

ESEA Consolidated	Page Status	Open Page for editing
ESEA / NCLB Consolidated	Unlock Section	<input type="checkbox"/>
Title I A - Basic	Unlock Section	<input type="checkbox"/>
Title I A - Schoolwide	Unlock Section	<input type="checkbox"/>
Title II A - Improving Teacher Quality	Unlock Section	<input type="checkbox"/>
Title II D - Ed Tech	Unlock Section	<input type="checkbox"/>
Title III - English Language Acquisition	Unlock Section	<input type="checkbox"/>
Title IV A - SDFSC	Unlock Section	<input type="checkbox"/>
Title V A - Innovative Programs	Unlock Section	<input type="checkbox"/>
Title VI B - Rural Low Income	Unlock Section	<input type="checkbox"/>

Save



E-Grants Page Lock Control LEA User Guide

The “**Expand All**” field has not selected on this example and only the Title I-A Basic Program Specific section has been expanded by clicking on the [Title I A – Basic](#) (blue text).

OPI E-Grants System

[OPI Home](#)

Applicant Name: Helena H S Legal Entity: 0488 Application Sections: ESEA / NCLB Consolidated

Application: 2007-2008 Original Application [Printer-Friendly](#)
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)

Overview | Contact Information | Funding | NCLB_Required_Plans_and_Needs_Assessment | Private/Nonpublic School Consultation | Grant Summary | Assurances, Common and Program | Submit | Application History | Page Lock Control

Page Review Status

☐ Expand All

[ESEA Consolidated](#)
ESEA / NCLB Consolidated
[Title I A - Basic](#)
Program Specific
Section_1116 School Improvement
Section_1118 Parental Involvement
Neglected or Delinquent
Full-Time Equivalents
Targeting Step 1
Targeting Step 2
Targeting Step 3
Targeting Step 4
Budget Detail
[Title II A - Improving Teacher Quality](#)
[Title II D - Enhancing Educ. through Technology](#)
[Title III - English Language Acquisition](#)
[Title IV A - SDFSC](#)
[Title V A - Innovative Programs](#)
[Title VI - Rural Low Income](#)

Instructions

	Page Status	Open Page for editing
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
OPEN		<input type="checkbox"/>
OPEN		<input type="checkbox"/>
OPEN		<input type="checkbox"/>
OPEN		<input type="checkbox"/>
OPEN		<input type="checkbox"/>
OPEN		<input type="checkbox"/>
OPEN		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>
Unlock Section		<input type="checkbox"/>

Select the “**Expand All**” checkbox to display the lowest level of detail for all application sections in the left-hand column. All pages in each of the application sections listed will display. Uncheck the checkbox to return to main application sections.

The “**Page Status**” column displays the status of the E-Grants Web pages as returned by the OPI Grant Reviewer (GR)

Major E-Grants application sections appear in **Blue** text. Click on the blue text to display additional related detail of Web pages in that application section. This allows the user to expand and see detail for a particular application section or sections. Click the text again to hide the displayed sections.

user ID: helenarep

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E-Grants Page Lock Control LEA User Guide

Detailed LEA Page Lock view of expanded application sections below:

OPI E-Grants System OPI Home

Applicant Name: Helena H S Legal Entity: 0488 Application Sections: ESEA / NCLB Consolidated

Application: 2007-2008 Original Application Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

[Overview](#) [Contact Information](#) [Funding](#) [NCLB Required Plans and Needs Assessment](#) [Private/Nonpublic School Consultation](#) [Grant Summary](#) [Assurances, Common and Program](#) [Submit](#) [Application History](#) [Page Lock Control](#)

The application has been locked. No more updates will be saved for the application.

Page Review Status Instructions

☒ Expand All

ESEA Consolidated	Page Status	Open Page for editing
ESEA / NCLB Consolidated	Unlock Section	<input type="checkbox"/>
Contact Information	OPEN	<input type="checkbox"/>
Funding	Unlock Section	<input type="checkbox"/>
Allocations	OPEN	<input type="checkbox"/>
Goal Funding	OPEN	<input type="checkbox"/>
Private/Nonpublic School Consultation	Unlock Section	<input type="checkbox"/>
Schools_1-20 Plus program details	OPEN	<input type="checkbox"/>
Schools 21-40	OPEN	<input type="checkbox"/>
Schools 41-60	OPEN	<input type="checkbox"/>
Schools 61-80	OPEN	<input type="checkbox"/>
Schools 81-100	OPEN	<input type="checkbox"/>
Schools 101-120	OPEN	<input type="checkbox"/>
Schools 121-140	OPEN	<input type="checkbox"/>
Schools 141-160	OPEN	<input type="checkbox"/>
Schools 161-180	OPEN	<input type="checkbox"/>
Assurances, Common and Program	Unlock Section	<input type="checkbox"/>
Common Assurances	OPEN	<input type="checkbox"/>
Title_IA	OPEN	<input type="checkbox"/>
Title_IIA	OPEN	<input type="checkbox"/>
Title_IID	OPEN	<input type="checkbox"/>
Title_III	OPEN	<input type="checkbox"/>
Title_IVA	OPEN	<input type="checkbox"/>
Title_VA	OPEN	<input type="checkbox"/>
Title_VI	OPEN	<input type="checkbox"/>
Assurances	OPEN	<input type="checkbox"/>
AssurancesText	OPEN	<input type="checkbox"/>
Title I A - Basic	Unlock Section	<input type="checkbox"/>
Program Specific	Unlock Section	<input type="checkbox"/>
Section_1116 School Improvement	Unlock Section	<input type="checkbox"/>
School Choice Plan	OPEN	<input type="checkbox"/>
Supplemental Educational Services	OPEN	<input type="checkbox"/>
Section_1118 Parental Involvement	OPEN	<input type="checkbox"/>
Neglected or Delinquent	OPEN	<input type="checkbox"/>
Full-Time Equivalents	OPEN	<input type="checkbox"/>
Targeting Step 1	OPEN	<input type="checkbox"/>
Targeting Step 2	OPEN	<input type="checkbox"/>
Targeting Step 3	OPEN	<input type="checkbox"/>
Targeting Step 4	OPEN	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>
Title II A - Improving Teacher Quality	Unlock Section	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>
Budget Summary	OPEN	<input type="checkbox"/>
Title II D - Enhancing Educ. through Technology	Unlock Section	<input type="checkbox"/>
Program Specific	Unlock Section	<input type="checkbox"/>
Goals and Objectives	OPEN	<input type="checkbox"/>
Strategies for Objectives	OPEN	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>
Title III - English Language Acquisition	Unlock Section	<input type="checkbox"/>
Program Specific	OPEN	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>
Title IV A - SDFSC	Unlock Section	<input type="checkbox"/>
Program Specific	Unlock Section	<input type="checkbox"/>
Program Activity	OPEN	<input type="checkbox"/>
Performance Indicators	OPEN	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>
Title V A - Innovative Programs	Unlock Section	<input type="checkbox"/>
Program Specific	Unlock Section	<input type="checkbox"/>
Private/Nonpublic Equitable Share	OPEN	<input type="checkbox"/>
Local Use of Funds	Unlock Section	<input type="checkbox"/>
Choice 1	OPEN	<input type="checkbox"/>

LEA staff will need to 1) make desired selection(s) in the "Open Page for editing" column check box fields and then 2) press the SAVE button at the bottom of the page to make the changes effective. Web pages that are marked as FINAL or LOCKED will NOT be able to be edited so make sure the "Page Status" for the desired page is OPEN if changes are needed. Once the page status is OPEN, LEA users can navigate to the page and edit as required.

- The "Open Page for editing" check box fields provide LEA staff with ability to Open a page that was LOCKED by an OPI Grant Reviewer (GR) if the LEA needs to make additional changes to the page.
- Any page that is OPEN can be edited by the LEA. In most cases, the pages that are marked as OPEN by the OPI GR are the reason the application was returned for changes and to allow the LEA to make changes to the OPEN pages.
- If an OPI GR has marked a page as FINAL, the LEA will NOT be able to open the page for further changes without first calling the OPI GR to request the change.
- To OPEN an entire Section, select the "Unlock Section" checkbox field corresponding to the section. Press the Save button. This option will allow the LEA to edit all the pages in the section. **BE CAREFUL when using this control.**



E-Grants Page Lock Control LEA User Guide

LEA Page Locking View – Title I A - Basic Budget Detail Page Example

OPI E-Grants SystemOPI Home

Applicant Name: Helena H S

Legal Entity: 0488

Application Sections
ESEA / NCLB Consolidated

Application: 2007-2008 Amendment 1

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview

Contact Information

Funding

Private/Nonpublic School Participation

Grant Summary

Assurances, Common and Program

Submit

Application History

Page Lock Control

Page Review Status

Instructions

☐ Expand All

ESEA Consolidated	Page Status	Open Page for editing
ESEA / NCLB Consolidated	Unlock Section	<input type="checkbox"/>
Title I A - Basic	Unlock Section	<input type="checkbox"/>
Program Detail	Unlock Section	<input type="checkbox"/>
Budget Pages	Unlock Section	<input type="checkbox"/>
Full-Time Equivalents	LOCKED	<input type="checkbox"/>
Budget Detail	LOCKED	<input checked="" type="checkbox"/>
Title I A - Schoolwide	Unlock Section	<input type="checkbox"/>
Title II A - Improving Teacher Quality	Unlock Section	<input type="checkbox"/>
Title II D - Ed Tech	Unlock Section	<input type="checkbox"/>
Title III - English Language Acquisition	Unlock Section	<input type="checkbox"/>
Title IV A - SDFSC	Unlock Section	<input type="checkbox"/>
Title V A - Innovative Programs	Unlock Section	<input type="checkbox"/>
Title VIB - Rural Low Income	Unlock Section	<input type="checkbox"/>

OPI Review staff has locked the Title I A-Basic Budget Detail page so the Page Status field is "LOCKED".

If the LEA needs to change the Title I A-Basic Budget Detail page, they need to click the checkbox for this item in the "Open Page for editing" field.

Save

See below for screen shot of LOCKED Title I A - Basic Budget Detail page.



E-Grants Page Lock Control LEA User Guide

Example of LOCKED Title I A - Basic Budget Detail page.

OPI E-Grants System OPI Home

Applicant Name: Helena H S Legal Entity: 0488 Application Sections: Title I A - Basic Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Application: 2007-2008 Amendment 1

Overview Program Detail Budget Pages Page Lock Control

Full-Time Equivalents Budget Detail Budget Summary

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536) Instructions

This page has been locked by the agency review. You must unlock it on the Page Control Tab if changes are needed.
Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

Topic 1: Improving Academic Achievement

Purpose Category	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property and Equipment	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIA Funds	Delete Row
	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	\$0	
Sub Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Create Additional Entries

Topic 2: Assuring Qualified Teachers

Purpose Category	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property and Equipment	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIA Funds	Delete Row
	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	\$0	
Sub Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Create Additional Entries

Topic 4: Improving School Climate

Purpose Category	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property and Equipment	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIA Funds	Delete Row
	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	\$0	
	0	0	0	0	0	0	0	0	\$0	
Sub Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

Create Additional Entries

TOTALS \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Total Allocation Available for Budgeting \$184,016

Calculate Totals

Total Direct Costs \$0
- Property and Equipment Costs \$0
Allowable Direct Costs \$0
Indirect Cost Rate % 0.00
Maximum Indirect Cost * \$0
Indirect Cost 0
Grand Total \$0
Allocation Remaining \$184,016

Until the LEA staff selects the "Open Page for editing" checkbox on the Page Review Status page (see prior screen shot), the Title I A - Basic Budget Detail page will display this message (RED text) and there will be no SAVE buttons on the page.



E-Grants Page Lock Control LEA User Guide

This screen shot shows the result after the LEA staff has selected the checkbox next to the Title I A - Basic Budget Detail page item for "Open Page for editing" and SAVED the Page Review Status page.

OPI E-Grants SystemOPI Home

Applicant Name: Helena H S

Legal Entity: 0488

Application Sections
Title I A - Basic

Application: 2007-2008 Amendment 1

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview

Program Detail

Budget Pages

Page Lock Control

Page Review StatusInstructions

☐ Expand All

ESEA Consolidated	Page Status	Open Page for editing
Title I A - Basic	Unlock Section	<input type="checkbox"/>
Program Detail	Unlock Section	<input type="checkbox"/>
Budget Pages	Unlock Section	<input type="checkbox"/>
Full-Time Equivalents	LOCKED	<input type="checkbox"/>
Budget Detail	OPEN	<input type="checkbox"/>

Page Status for the Title I A - Basic Budget Detail page is now "OPEN" so the page can be edited as shown in the screen shot below



E-Grants Page Lock Control LEA User Guide

Example of OPEN Title I A - Basic Detail Budget page.

OPI E-Grants SystemOPI Home

Applicant Name: Helena H S

Legal Entity: 0488

Application Sections
Title I A - Basic
[Printer-Friendly](#)
[Click to Return to Application Select](#)
[Click to Return to Menu List / Sign Out](#)

Overview

Program Detail

Budget Pages

Page Lock Control

Full-Time Equivalents

Budget Detail

Budget Summary

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536)Instructions

Itemize and explain each expenditure amount that appears on the Budget Summary. Click on the "Create Additional Entries" button to enter additional information.

Topic 1:Improving Academic Achievement

Purpose Category	100 Personal Service-Salaries	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIA Funds	Delete Row
	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
Sub Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

[Create Additional Entries](#) [Save Page](#)

Topic 2:Assuring Qualified Teachers

Purpose Category	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIA Funds	Delete Row
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>

[Create Additional Entries](#) [Save Page](#)

Topic 4:Improving School Climate

Purpose Category	100 Personal Service-Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleIA Funds	Delete Row
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
Sub Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

[Create Additional Entries](#) [Save Page](#)

TOTALS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
---------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	--

Page is now OPEN for editing and SAVE buttons are available

Total Allocation Available for Budgeting \$184,016

Total Direct Costs \$0

- Property and Equipment Costs \$0

Allowable Direct Costs \$0

Indirect Cost Rate % 0.00

Maximum Indirect Cost * \$0

Indirect Cost 0

Grand Total \$0

Allocation Remaining \$184,016

[Calculate Totals](#) [Save Page](#)



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